

Learning the Ropes of Being a NEW District Testing Coordinator

Assessment, Evaluation and Research

LEAD Conference 2008

Introductions

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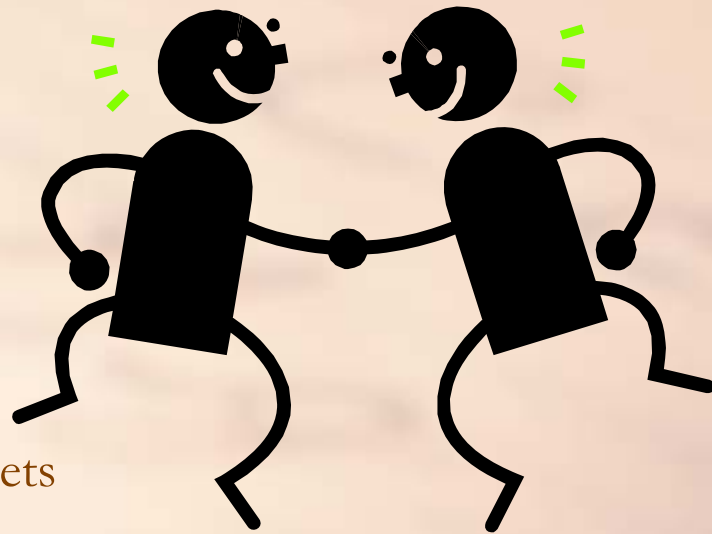
Associate Director Assessment Fiscal Services

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Welcome

Overview

- ❖ Describe duties of TC
- ❖ Provide resources for TC
- ❖ Share Veteran TC's Success Secrets



LEAD Session Resources

AER Computer Lab

Tues pm – Thurs am – RM 211-212

Testing Coordinator Session

Wed. 4:30 – 5:30 – RM 204

Wed 10:30 Breakout Sessions

TCAP Achievement 3-8 Transition – RM 201

Gateway/EOC Development – RM 207

Rocket Science of Score Points – RM 209

Assessment Literacy Basics – RM 210

Wed 12:45 Breakout Sessions

TCAP Achievement MAAS (2%) – RM 201

Diagnostic Assessments – RM 209

Student Led Conferencing – RM 210

Communications About Assessments – RM 208

Wed 2:00 Breakout Sessions

TCAP Ach 3-8 ESLA/ELDA – RM 208

How to Differentiate Growth – RM 209

Value-Added at the District Level – RM 210

Assessment Literacy in Tennessee – RM 207

Wed 3:15 Breakout Sessions

Research Analysis – Assessment – RM 204

Ways to Use Report Tabs in TVAAS – RM 210

Putting the Pieces Together – RM 209

Thurs 8:00 Breakout Sessions

TCAP ACH 3-8 Transition – RM 210

Thurs 9:15 Breakout Sessions

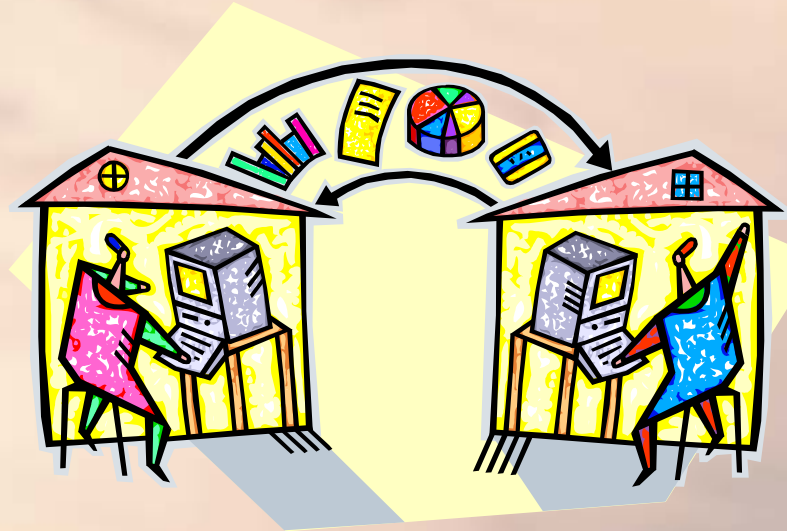
Gateway/EOC Development – RM 210

Communications About Assessments – RM 209

Duties of a Testing Coordinator

Serve as system contact for assessment communications between State & local schools.

- ❖ State testing listserv
- ❖ Ordering & receiving materials
- ❖ Accounting for & shipping materials



Duties of a Testing Coordinator

Attend State Regional Assessment Meetings

❖ **Fall** – October 27-31

- ❖ Monday October 27th 9:00 am- 12:00 pm – Cookeville, Tennessee Tech.
- ❖ Tuesday October 28th 9:00 am – 12:00 pm –Knoxville, Sarah Simpson Ctr.
- ❖ Thursday October 30th 9:00 am – 12:00 pm – Milan, Milan Middle School
- ❖ Friday October 31 9:00 am – 12:00 pm – Nashville, TPS Campus, Hardison Bldg

Spring – Feb/Mar



Duties of a Testing Coordinator

- ❖ Implement State Test Security Guidelines.
- ❖ Implement local test security policy which incorporates, AT A MINIMUM, the State Test Security Guidelines.
- ❖ Monitor compliance of local test security plan.



State of Tennessee

Test Security Law

Tennessee Code Annotated (T.C.A.) 49-1-607:

Any person found to have not followed security guidelines for administration of the TCAP test, or successor test, including making or distributing unauthorized copies of the test, altering a grade or answer sheet providing copies of answers or test questions, or otherwise compromising the integrity of the testing process shall be placed on immediate suspension, and such actions will be grounds for dismissal, including dismissal of tenured employees. Such actions shall be grounds for revocation of state license.

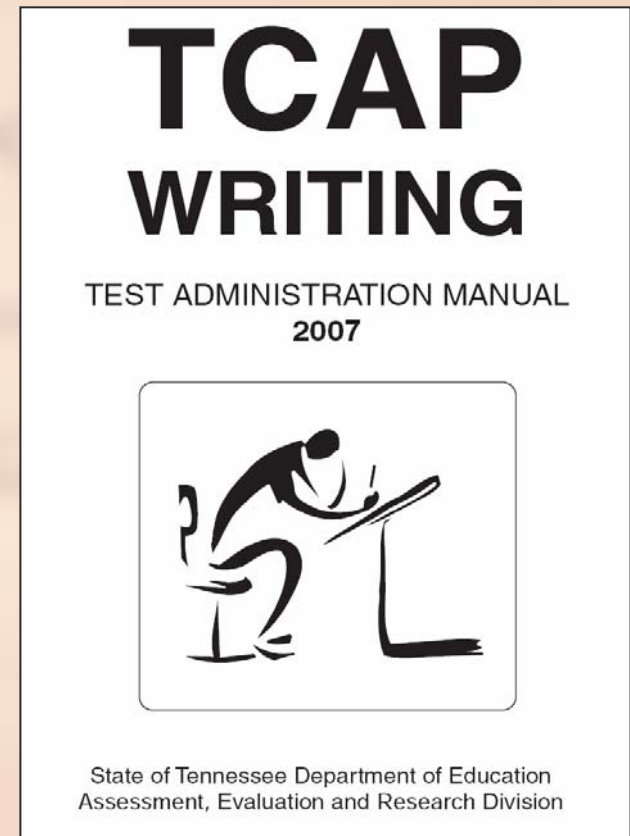
[Acts 1992, ch. 535, 4.]

Duties of a Testing Coordinator

Read **Test Administration Manual (TAM)**

- ❖ Familiar with content
- ❖ Aware of annual updates
- ❖ Use as reference tool
- ❖ Online TAM located

<http://www.state.tn.us/education/assessment>



Duties of a Testing Coordinator

- ❖ Disseminate information system wide
- ❖ Nominate educators to attend:
 - Content/Bias Item Review
 - Standard Setting Meeting
 - Writing Scoring Committee



Duties of a Testing Coordinator

Train Building Test Coordinators
on...

- ❖ State Test Security Law
- ❖ Security Guidelines
- ❖ Local Test Security Policy
- ❖ Test Administration Procedures



Duties of a Testing Coordinator

Develop a testing schedule

2008-2009	Fall	Spring	Summer
Achievement		March 30 - April 24	
EOC	Last 10 days of course	Last 10 days of course	Last 10 days of course
Gateway	Dec. 2-5	May 5-7	July 14-17
Writing		Feb. 3	
Competency	Oct. 7-9	Feb. 10-12	

Duties of a Testing Coordinator

TEST DISTRIBUTION CENTER (791) SHIPPING ORDER NO: 0000 TEST: TCAP ACHIEVEMENT 2008

SHIPPED TO: PUBLIC or STATE SYSTEMS SYSTEM: 000 PUBLIC or STATE SYSTEMS TOTAL CARTONS SHIPPED: _____ BY: _____
 ADDRESS: SCHOOL: 000 SCHOOL TOTAL CARTONS RETURNED: _____
 CITY, STATE, ZIP RETURNS CHECKED BY: _____ DATE: _____

DESCRIPTION	Q R D	LEVEL FORM	DATE	ORD. QTY.	G.C. CL.	AMT SHIPPED	BY	FOR SCHOOL / DISTRICT ONLY				FOR WAREHOUSE USE ONLY						
								RECEIVING		RETURNS		RECEIVING		RETURNS				
								AMT	BY	USED	UNUSED	AMT	BY	USED	UNUSED			
64200 Student Book-CB		K	10-C															
64240 Test Directions for Teachers ca-re		K	10-C															
64228 Student Book-CB		1	11-C															
64241 Test Directions for Teachers		1	11-C															
64227 Student Book-CB		2	12-C															
64242 Ruler (sheets of 4)		2	13-15															
64242 Test Directions for Teachers		2	12-C															
64290 Achievement Test		3	13-15															
64242 Ruler (sheets of 4)		3	13-15															
64242 Test Directions for Teachers		3	13-15															
64281 Achievement Test		4	14-15															
64242 Ruler (sheets of 4)		4	14-15															
64292 Answer Sheets		4	15-16															
64292 Achievement Test		5	15-16															
64292 Ruler (sheets of 4)		5	14-15															
64292 Answer Sheets		5	15-16															

** (TM) = Instruction Test Materials

If quantities of test materials received are insufficient, please contact your Testing Coordinator immediately.

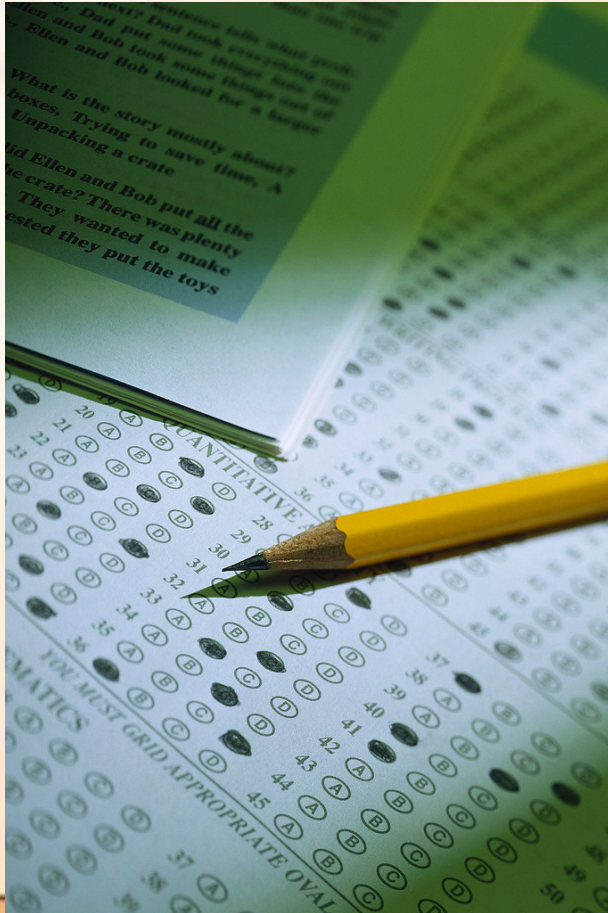
Please note that materials must be returned within one (1) week after test administration.

SPECIAL TEST INFORMATION: _____

NOTES: _____

- ❖ Coordinate, verify, & order online assessment materials.
<https://www.eval.k-12.state.tn.us>
- ❖ Verify quantities of assessment materials received, distributed, collected, & returned.
- ❖ Complete Central Office Distribution Log & verify schools' **Shipping Order Forms**.

Duties of a Testing Coordinator



- ❖ Establish restricted, secure storage area for test materials.
- ❖ Implement procedures to ensure all students are assessed.
- ❖ Monitor schools to ensure testing schedule & local test security plan is followed.

Duties of a Testing Coordinator

Test Name: 2005 TCAP ACHIEVEMENT TEST		SGL Summary Report	
00171 ALAMO CITY			
School No. 0005 School Name: ALAMO ELEM			
List # 34	Contact Person John Doe	Phone (615)222-1234	E-Mail john.doe@state.tn.us
Grade: 3	Teacher Name	Stud. Testing	Stud. Absent
	Leathers, Jennifer	32	1
Comments:			
	Smith, Glen	22	0
Comments:			
Grade Total:			55
Grade: 4	Teacher Name	Stud. Testing	Stud. Absent
	Lineberger, Jan	26	2
Comments:			
	Taylor, Mary	24	2
Comments:			
Grade Total:			54
Grade: 5	Teacher Name	Stud. Testing	Stud. Absent
	Smith, Glen	18	2
Comments:			
Grade Total:			20
Grade: 6	Teacher Name	Stud. Testing	Stud. Absent
	Summers, Freddie	30	3
Comments:			
Grade Total:			33
School Total:			162
Grand Total:			162

Review, approve, & submit **School Group List** (SGL) information online.

<https://www.eval.k-12.state.tn.us>

- ❖ Review SGL online.
- ❖ Approve & submit online to AER for use in processing.

Duties of a Testing Coordinator

Review, approve, & submit **Report of Irregularity (RI)** information online.

<https://www.eval.k-12.state.tn.us>

- ❖ Review RI information for each school online.
- ❖ Approve and submit online to AER for use in processing.

TENNESSEE COMPREHENSIVE ASSESSMENT PROGRAM REPORT OF IRREGULARITY

RI Serial #

Test: 2005 SPRING - Gateway

☐ Mathematics ☒ Language Arts ☐ Science

This form is to be used only if one the following irregularities occurred. For other significant circumstances, use a Report of Irregular Testing Conditions. Please mark all that apply below:

☒ A. A student or a group of students cheated.

☐ B. Test administrator/proctor provided inappropriate assistance to student(s). Also complete a Breach of Testing Security Report.

☐ C. A student left or was removed after beginning the test and was unable to complete the test or subtest. Specify reason and number of items completed in documentation below.

☐ D. For timed tests/subtests, time limits were not observed. This includes receiving unauthorized additional time or not enough time, working ahead, or going back to a previously completed subtest.

☐ E. A student completed a test using defective materials or the test became damaged or contaminated. This form should be used **ONLY** if the transfer of all information to another answer document could not be made.

☐ F. A student took the wrong test or subtest. **System Testing Coordinator must contact the State for further instructions.**

☐ F. Improper test modifications/accommodations were used.

☐ G. Other Reasons. Please specify:

☐ G. Other Reasons. Please specify:

System Name: School Name:

Grade: Test Date:

me (as on the Group Information Sheet):

me (as appears on test document):

#:

the occurrence

Duties of a Testing Coordinator

Ensure each school in system completes **Faculty Student Data** information in timely manner.

The screenshot shows a web application interface for "Faculty Student Data Entry". The header features a red box with a blue star logo, the text "Faculty Student Data", and navigation buttons: "New", "Reports", "Home" (highlighted), and "Admin". A "Logout" link is also present. The main content area displays "Welcome to Faculty Student Data Entry" and a prompt "Please select the School District". Below this is a scrollable list of school districts, each with a unique ID and name. The list includes:

- 00171 ALAMO CITY
- 00051 ALCOA CITY
- 00010 ANDERSON COUNTY
- 00541 ATHENS CITY
- 00020 BEDFORD COUNTY
- 00172 BELLS CITY
- 00030 BENTON COUNTY
- 00040 BLEDSOE COUNTY
- 00050 BLOUNT COUNTY
- 00274 BRADFORD SSD
- 00060 BRADLEY COUNTY
- 00821 BRISTOL CITY
- 00070 CAMPBELL COUNTY
- 00080 CANNON COUNTY
- 00100 CARTER COUNTY
- 00110 CHEATHAM COUNTY
- 00120 CHESTER COUNTY
- 00130 CLAIBORNE COUNTY
- 00140 CLAY COUNTY
- 00061 CLEVELAND CITY
- 00011 CLINTON CITY
- 00150 COCKE COUNTY

Duties of a Testing Coordinator

- ❖ Assist Building TC with problems or emergencies.
- ❖ Lead investigation of local test security concerns.



Duties of a Testing Coordinator

- ❖ Verify appropriate use & accurate completion of all **Breach of Testing Security** forms.
- ❖ Follow **Flow Chart** on Page 3 of Test Administration Manual (TAM).



Tennessee Department of Education
Assessment, Evaluation and Research Division
1252 Foster Avenue
Hardison Complex
Nashville, TN 37243

Breach of Testing Security Report

NOTE: This form is to be used only when reporting a testing security breach. A Report of Irregularity should be used to report student cheating.

TCA 49-1-607. Noncompliance with security guidelines for TCAP or successor test. Any person found to have not followed security guidelines for administration of the TCAP test, or a successor test, including making or distributing unauthorized copies of the test, altering a grade or answer sheet, providing copies of answers or test questions, or otherwise compromising the integrity of the testing process shall be placed on immediate suspension, and such actions will be grounds for dismissal, including dismissal of tenured employees. Such actions shall be grounds for revocation of state license.

System _____ School _____

Test Administrator _____ Grade _____ Test Date _____

Report pertaining to (check one):

☐ Achievement ☐ Gateway ☐ End-of-Course ☐ Writing ☐ Competency

Explanation of Testing Security Event:

(Be sure to include a description of the event, results from the investigation, actions taken with personnel and recommendations for student test processing, if applicable. Attach additional pages of explanation and any necessary documents.)

**Secure environments
prevent breaches.**

Signature of Reporter _____ Date _____ Phone Number _____

Top copy to be sent to the State

Bottom copy to be kept by reporter

Duties of a Testing Coordinator

- ❖ Collect & review Adequate Yearly Progress Demographic Review forms from each school & maintain for system records.
- ❖ Submit one system form in Breach Envelope to appropriate AER Program Manager by priority mail.

Adequate Yearly Progress Demographic Review

System: _____ System #: _____
School: _____ School #: _____
Date: _____

Assessment: Achievement ☐ Writing ☐ Gateway/ End of Course ☐
Test Administration: Fall ☐ Spring ☐ Summer ☐

School Level Completion
I/We have reviewed all student data on the Student Accountability Demographic Sheets from our school. To the best of our knowledge the data is accurate and complete. I/We acknowledge that this data will be utilized to fulfill reporting requirements for NCLB, TVAAS and the State report card.

(Circle one)
There **were** / **were not** RI/Breach incidents for our school

Building Testing Coordinator: _____ Date: _____
Signature

System Level Completion
I/We have verified with the Building Testing Coordinator that all student data on the Student Accountability Demographic Sheets is accurate and complete. I/We acknowledge that this data will be utilized to fulfill reporting requirements for NCLB, TVAAS and the State report card.


(Circle one)
RI/Breach incident forms **are** / **are not** enclosed for this school.

System Level Testing Coordinator: _____ Date: _____
Signature

Complete the form for each school administering a TCAP Assessment. The form needs to be signed by both the Building Testing Coordinator and the System Testing Coordinator.

Submit the form in the **Breach Envelope** to the appropriate Program Manager in the Office of Assessment, Evaluation and Research.

Duties of a Testing Coordinator


**TENNESSEE COMPREHENSIVE ASSESSMENT PROGRAM
INACTIVE TEST MATERIAL**

System Name _____ No. _____ School Name _____ No. _____
Test _____ Grade/Content _____ Test Administrator _____

Complete one form for each incident type per grade/content area.
This form is to be used only if the listed incidents occurred.

Do NOT place the following under this form:

- Braille and large-print test materials (Return these test materials per shipping instructions and place the transcribed answer document under the appropriate Group Information Sheet [GIS].)
- Test booklets with only student names or random marks, except K-3 Achievement (Place them with used test materials.)
- Used writing prompts or directions (Place them with used test materials.)
- Test booklets or answer documents with manufacturing defects (System Testing Coordinator **must** contact the State for further instructions.)
- Writing folders with responses, separated at perforation (Place them together under the appropriate GIS, in order.)
- Unused, pre-coded Student Group Lists and GISs (Place them with used test materials.)

☐ A student marked responses in the test booklet (excluding K-3 Achievement). Demographic data and answers have been transcribed onto an answer document and placed under the appropriate GIS. Test booklet to be destroyed is under this form.

☐ A pre-coded answer document for a student no longer enrolled is under this form. A pre-coded answer document for a student absent from the Writing Assessment is under this form, and a completed Absentee Form for the absent student is under the appropriate Writing Assessment GIS. (Students absent from other assessments are noted on the answer document and placed under the appropriate GIS for that assessment.)

☐ A completed Absentee Form for a student who later took the make-up test is under this form (Writing Assessment Only). The document to be scored is under the appropriate GIS.

☐ There are duplicate answer documents for a student. The document to be destroyed is under this form. The document to be scored is under the appropriate GIS.

☐ A student took the wrong test. The incorrect test answer document is under this form. The correct test document to be scored is under the appropriate GIS. (If the correct test could not be administered, also complete a Report of Irregularity.)

☐ An answer document with student responses is contaminated (e.g., vomit, blood). The answers have been transcribed to another answer document and placed under the appropriate GIS. Contaminated documents must be securely destroyed by the System Testing Coordinator and listed below. If the answers **CANNOT** be transcribed to a new answer document, complete a Report of Irregularity and contact the System Testing Coordinator.

☐ An answer document with student responses is damaged. The answers have been transcribed to another answer document and placed under the appropriate GIS. Damaged documents to be destroyed are under this form. If the answers **CANNOT** be transcribed to a new answer document, complete a Report of Irregularity and contact the System Testing Coordinator.

☐ A student filled in circles on an answer document in ink. Information has been transcribed onto a new answer document and placed under the appropriate GIS. The document to be destroyed is under this form.

Number of Documents paper banded under this form: _____
Student Name(s) and Social Security Number(s): _____

TEST ADMINISTRATOR:	Place this completed form on top of the related test material, <u>paper band</u> and return to the Building Testing Coordinator.	_____ Test Administrator's Signature
BUILDING TESTING COORDINATOR:	Return this form and materials to the System Testing Coordinator.	_____ Building Testing Coordinator's Signature
SYSTEM TESTING COORDINATOR:	Make a copy of this form for system use. Return the form and materials per instructions in the <i>Test Administration Manual</i> .	_____ System Testing Coordinator's Signature
		_____ System Testing Coordinator's Phone Number

ED 3018
Revised 9/05

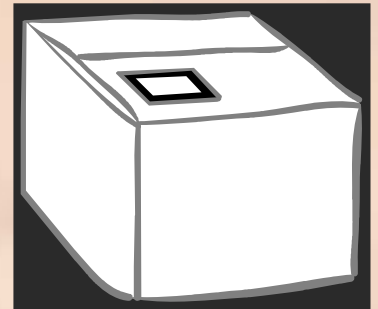
Verify appropriate use & accurate completion of all Inactive Test Material forms.

❖ Verify materials placed under ITM should not be scored.

❖ Sign ITM, photocopy, & return with materials to AER.

Duties of a Testing Coordinator

Ensure assessment materials are appropriately completed & in specified order when returned for processing.



White Box

System:	0010	ANDERSON COUNTY	School Group List
Year Group:	2014		
Test Name:	2008 TOAP AC-HIS/ESPA TEST		
Release Year:	2008		

Printed copy of Online SGL

[illegible][illegible]

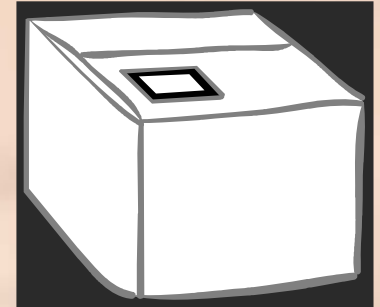
Copy of Shipping Order

GIS with Answer Documents (including K-3 Test Books)

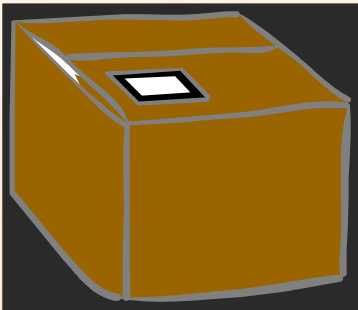
Paper Band

Duties of a Testing Coordinator

Answer Documents should be returned in white boxes within 3 business days after testing is completed.



White Box



Brown Box

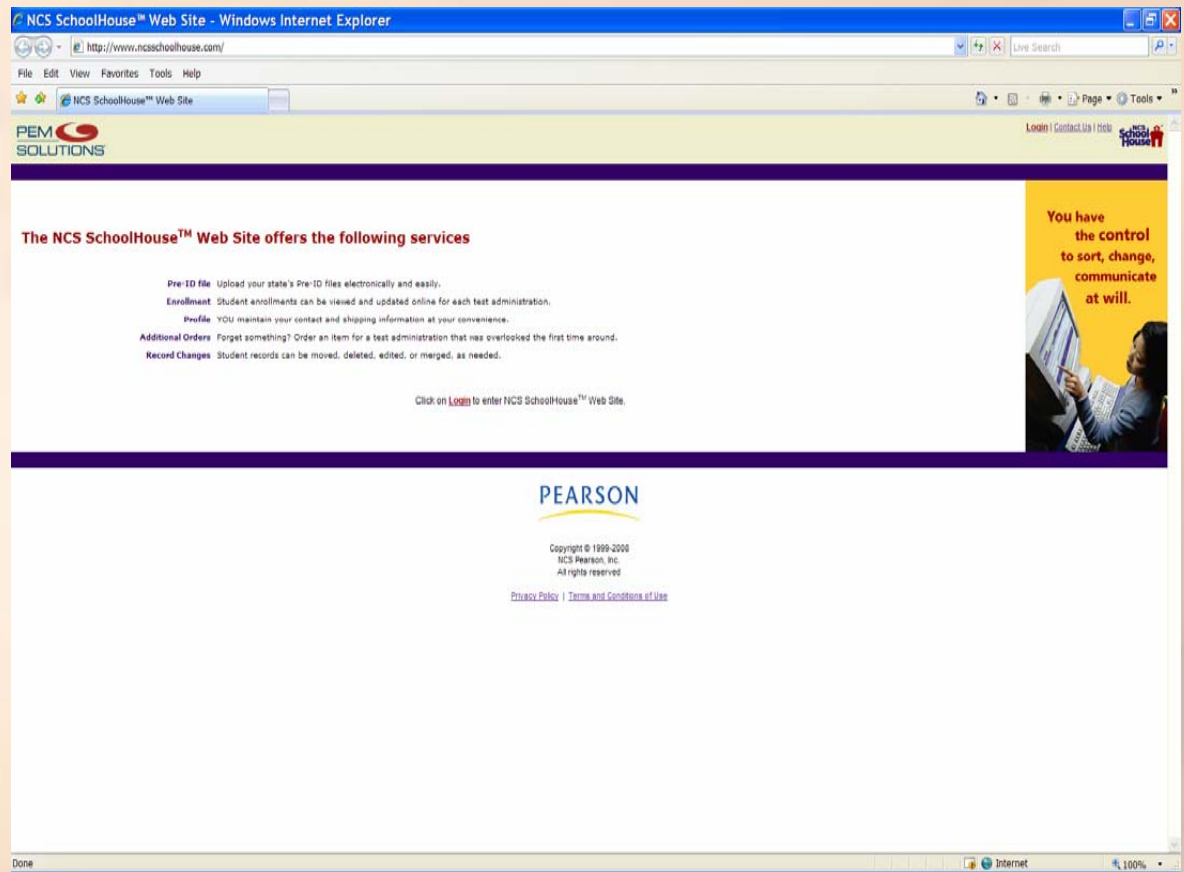
All other testing materials should be returned in brown boxes within 5 business days after testing is completed.

Duties of a Testing Coordinator

Ensure each school in system completes

**Student Demographic Data
Verification (SDDV)**

information in timely manner.



Duties of a Testing Coordinator

Distribute test results promptly to appropriate school personnel.

Achievement

Available on Online on SchoolHouse

Individual Profile Report

Class Record Sheet

Performance Level Summary Report

School and System

Reporting Category Performance %

Proficient

School and System

**Reporting Category Performance Index
Report**

School and System

Disaggregation Summary Report

School and System

Gateway and End of Course

Available on Online on

SchoolHouse

Individual Profile Report

Class Report

**Performance Level Summary
Reports**

School and System

**Performance Summary
Reports**

School/Teacher

System/School

**Demographic Summary
Reports**

School and System

Student Label

**Individual
Profile Report**

What makes life of STC easier?

Double-checks

Asks questions

Communicates

Good Building Test Coordinators

Stress importance of having principal assign someone to this position who is organized, structured, prepared, & can follow instructions.

Trains test administrators

Task oriented

**Follows
Test Security
Measures**

**Trains
proctors**

On-line Resource

Strategies for Improving the Process of Educational Assessment

Author: M. Kevin Matter

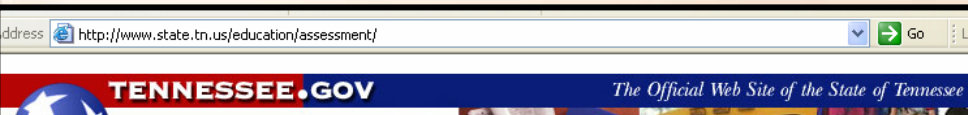
Journal Article from *Practical Assessment, Research, & Evaluation*

<http://pareonline.net/getvn.asp?v=6&n=9>

- ❖ Communication
- ❖ Training of BTC
- ❖ Rewarding & Reinforcing Quality Work
- ❖ Continual Improvement in Processes

Web Site Resources

<http://www.state.tn.us/education/assessment/>



Assessment, Evaluation and Research Division

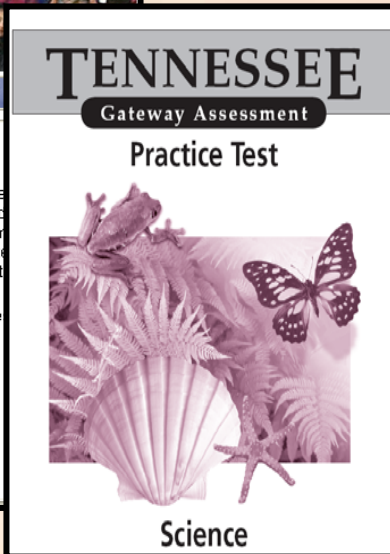
The function of the Evaluation and Assessment Division is to implement the Tennessee Comprehensive Assessment Program (TCAP) which includes state-mandated assessment programs. This office provides assistance to schools and systems with state tests, testing schedules and procedures, and the appropriate use of state test results for the improvement of classroom instruction and student achievement.

The TCAP currently includes the Achievement Test (grades 3-8), the Writing Test (grades 5-8), the Gateway Tests and the End of Course Tests.

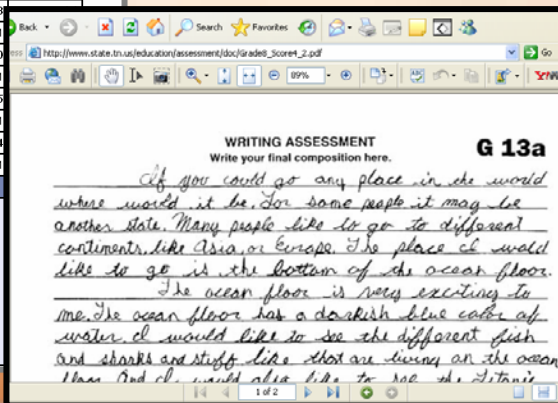
tned.assessment@state.tn.us
Hardison Complex - TPS Campus

2004 TVAAS System Report for Alpha School District TCAP CRT Math

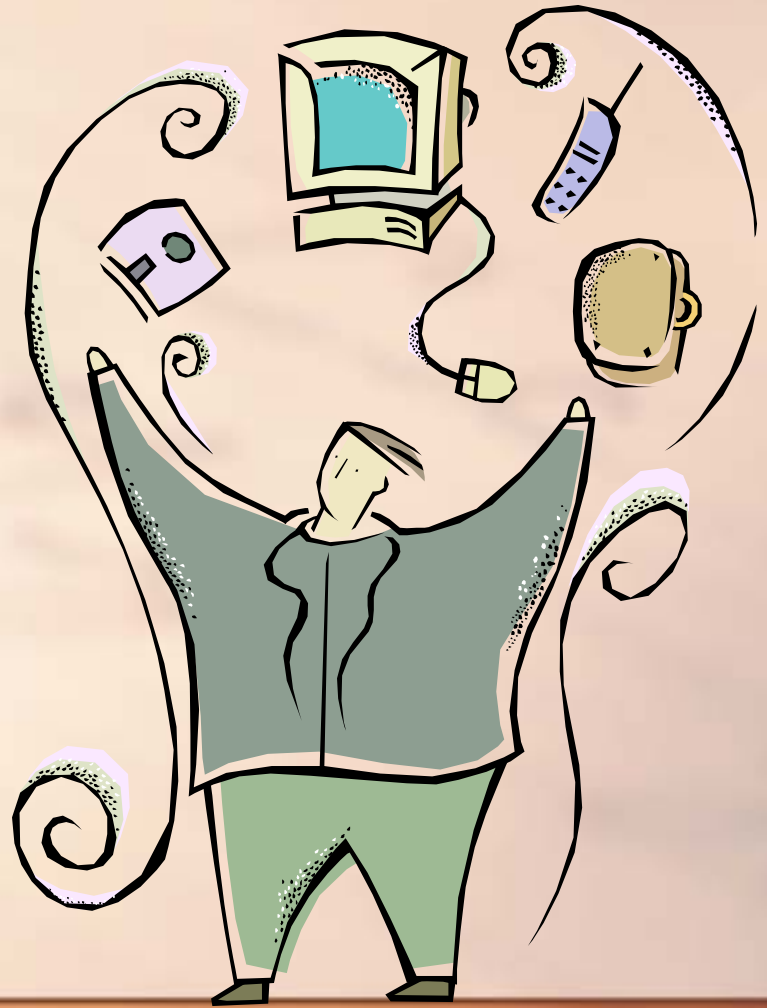
Estimated Mean NCE Gain							
Grade:	3	4	5	6	7	8	Mean NCE Gain over Grades Relative to
Growth Standard:	0.0	0.0	0.0	0.0	0.0	0.0	
State 3-Yr Avg:	1.2	0.0	-1.2	1.4	-0.3		Growth Standard
2002 Mean NCE Gain:	-0.9 R*	-1.1 R*	-1.1 R*	-3.1 R*	2.1 G		State
Std Error:	0.3	0.2	0.2	0.3	0.2		
2003 Mean NCE Gain:	2.5 G	3.6 G	0.1 G	-0.0 Y	-1.1 R*		
Std Error:	0.3	0.3	0.3	0.3	0.3		
2004 Mean NCE Gain:	-2.0 R*	-0.8 R*	-2.4 R*	-1.0 R*	-1.3 R*		
Std Error:	0.3	0.3	0.3	0.3	0.3		
3-Yr Avg NCE Gain:	-0.1 Y	0.5 G	-1.1 R*	-1.4 R*	-0.1 Y		
Std Error:	0.2	0.2	0.2	0.2	0.1		
Estimated System Mean NCE Scores							
Grade:	3	4	5	6	7	8	
State Base Year (1998):	50.0	50.0	50.0	50.0	50.0	50.0	
State 3-Yr Avg:	48.8	48.8	48.9	47.0	47.7	46.8	
2001 Mean:	40.6	41.5	41.6	41.4	38.0	37.5	
2002 Mean:	39.1	39.7	40.3	40.4	38.3	40.1	
2003 Mean:	39.7	41.6	43.2	40.4	40.4	37.1	
2004 Mean:	41.7	37.8	40.8	40.8	39.5	39.1	



- ❖ TVAAS Site
- ❖ TAM
- ❖ Proficiency Levels
- ❖ Test Schedule & Time Chart
- ❖ Practice Tests
- ❖ Accommodations



?? Questions ??



Contact Information

Assessment, Evaluation, Research, and e-Learning

Phone: (615) 741-0720

E-mail: tned.assessment@state.tn.us

Web: <http://www.state.tn.us/education/assessment/>



Department of Education September 12, 2008; Publication
Authorization No. 331852; 150 copies. This public document was
promulgated at a cost of \$ 0.38 per copy.